

THE GOVERNING BODY OF HOPTON PRIMARY SCHOOL

Minutes of the meeting of the Governing Body held at 7.00pm at the School on, Tuesday 23 March 2021

PRESENT

Mr C Bull, (Chair), Mr A M Blakeley, Mrs K Bates, Mrs H Edwards, Mrs C Peel, Ms N Cliffe, Mr A Dickens, Mrs T Grooby, Mr R MacDonald, Mrs S Render, Mrs L Stubbs

In Attendance

Judy Clavin (Minute Clerk)
Ms Emma Howell (Observer)

63. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Absence from Mr M D'Rozario without consent.

There were no declarations of interest.

64. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

No other business.

65. REPRESENTATION

The following matters of representation were reported.

Governor Designate

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Ms Emma Howell	Co-Opted	23.03.2021

For a term of 4 years

RESOLVED: That the Governing Body unanimously agreed to Ms Howell joining the Governing Body and Mr Bull welcomed Ms Howell. He also outlined the rules of confidentiality surrounding items discussed in meetings.

66. MINUTES OF THE MEETING HELD ON 2 FEBRUARY 2021

RESOLVED: That the minutes of the meeting held on 2 February 2021 be approved and signed by the Chair as a correct record of the meeting.

67. MATTERS ARISING

Teachers wellbeing and current feelings

The response from Governors had definitely picked staff up and the biscuits had been well received. The cupboard was now being restocked due to its popularity.

The 'Tree' in the staffroom had grown with treats that were placed on there for staff

to collect. This idea had been a great success and the cupboard needed restocking regularly to ensure as many staff as possible could enjoy them.

Children had returned to school and no further home schooling was needed which had also made a big difference to the general mood. Everyone was now looking forward to the Easter holidays.

68 REPORTS FROM COMMITTEES

The Friday catch-up was held.

The re-cabling work had been completed and the broadband had been improved with the speed now being much better, although it would still need to be faster than the improvement to support home lessons if this was needed again.

A donation was received from a charity partner which the Head Teacher investigated and sourced. This was a much-needed benefit to the school and the budget and would be used for further broadband improvements.

Dynamo maths and Nesy was continuing to be used in school.

Puma and Pira for reading and maths tests were planned for later in the year and would identify where support was needed.

PTA meeting ideas were considered for the future and the outcomes were:

- keep things simple
- Sports days
- Summer Fayre if allowed
- Hopton 10K run in October

69 SCHOOL IMPROVEMENT PLAN

The report was on Google Drive.

(a) Standards

Tests had been cancelled for the 2nd year and Foundation scores and valuable SAT's information would all be lost.

The school's own tests for maths age and reading age would be a starting point for 2021/22. Expected progress should be 0.83.

Consultations had taken place with parents around the topics in the curriculum.

The policy would then be placed on the website.

Governors would be made aware and checks were currently in progress for the Sex Education and Biology sections.

(b) Interventions

The children seemed to prefer Nesy maths and it was easier to get results from there so this could be a positive move.

(c) Environment

This appeared to be fairly good.

(d) Masks

These were worn around school however this could become optional.

(e) Assemblies

After Easter these would be held in bubbles.

(f) Extra-Curricular Activities

After Easter these would be held in bubbles.

(g) Staffroom

The sofas had been changed around and it resembled a coffee shop type area.

This had changed the appearance and was being used more.

(h) Online Learning

Comments from parents had been transferred onto paper bricks and the recognition showed that staff were doing things well and balanced the negative comments that had caused many previous concerns to wellbeing.

(i) Maths

Fiona and James had training sessions and progress had been good due to not being complacent.

(j) Staff Wellbeing

Crowlees School had opted to use a 'Wellbeing Tree' as well.

It was simple and effective and a great idea – filled with goodies as a pick me up for staff and filled up again when emptied

70. HEAD TEACHERS REPORT /SCHOOL DEVELOPMENT REPORT AND GOVERNORS QUESTIONS

The Head Teacher spoke to his report which was circulated prior to the meeting and highlighted the following items.

(a) Buildings and Premises

Ian Swallow from the LA had checked the internal doors and confirmed that these could be changed

The tree that was growing on the roof was awaiting Kirklees to remove it so that the repairs could be made.

Eurolink would be coming to make repairs and decorate.

(b) Staffing

- Joanna was leaving on Friday.
- Barbara would be leaving and had given notice.
- Victoria was currently absent.
- CSA's had been appointed plus one extra to cover Victoria.
- Consideration had been given as to how to use the support staff.
- All children on 'My Support Plan' would have CSA time.

(c) SMT Meeting

Classes for the coming year were decided as follows:

- F1 - Katrina and Laura
- F2 - Holly, Emily and Katie
- Y1 - James
- Y1/2 - Louise and Claire
- Y2 - Arti
- Y3 - Amy
- Y3/4 - Faye
- Y4 - New Teacher
- Y5 - Nicola and Sophie
- Y6 - Suzanne, Alison and Fiona

This may be reviewed if anyone left or if the situation changed.

Q. Mr MacDonald asked how common it was to move teachers around school?

A. The Head Teacher and Katrina answered that depended on the school staff, some follow the same class through school others change every year. Hopton remained fairly static.

(d) Attendance

School returned on 8 March 2021 and attendance had been great.

(e) Trips and Clubs

Trips - A few trips and been tentatively planned
Clubs - Gardening, Skipping and Art

(f) Children on Roll

This was slightly down.

(g) Miscellaneous

Curriculum plans needed approval for any comments or questions. These would be added to Google Drive for Governors to view intent and impact. Questions could then be asked and these needed to be known for Ofsted. This had been discussed with Emma Brayford and agreed it would be put in place.

A bike ride to Blackpool had been organised and 12 cyclists recruited.

A jersey was to be sponsored with logo and funds raised would go towards the £1K target for broadband improvements.

(h) Louise - Mental Health Report

3.5K bid was successful.

The Hub could be turned into an area for wellbeing and mental health.

Spenn Valley Sports Partnership had bid for the money and got £3.5K for school.

(i) Future Plans

21 June 2021 - anticipating putting the items back that were removed such as soft furnishings.

No further questions were raised from the Head Teachers report.

71. FINANCIAL MANAGEMENT AND MONITORING

(a) Budget

Mr MacDonald - a meeting was held prior to the Governors meeting and the future budget agreed. Things were looking fairly healthy and there was a £70K carry over contingency with £4K Government funding

The school was still in the bottom 2-3% for funding nationally but the budget was looking much healthier than before and it was only since receiving the budget from the LA that the school had been able to get a full picture.

The grant money had been taken off before the funding guarantee was applied so this had worked out well for school.

(b) Staffing

Barbara would be replaced with 1 FTE and final figures would be agreed in May.

Educational jargon was explained as there were lots of similar terms used which caused some confusion.

ETA - Educational Teaching Assistant

CTA - Classroom Teaching Assistant

CSA - Classroom Support Assistant

LSA - Learning Support Assistant

RESOLVED: The Governors unanimously agreed the budget and 3-year plan.

72. KLP TERM VISIT

The Kirklees Learning Partner (KLP), Emma Brayford, wrote a report/draft of recommendations and she would be back in school in July to complete the Head Teacher's appraisal and complete the report for school.

The Governing Body should have a self-evaluation session. This would be done in July in readiness.

The report was positive and would challenge school and therefore be good to have Emma on board.

It was important to be ready for Ofsted.

73. SEN

The report was on Google Drive.

The Chair thanked Katrina for a well written and informative report.

(a) Sensory Passport

This was a new service.

Sensory Occupational Therapy had been introduced and children with sensory needs could be referred for therapy.

Some children were not on the spectrum so training would be rolled out - Katrina had already completed this.

Anything that was a barrier through sensory needs could be looked at as some children struggled because they are overloaded with a sensory issue e.g. Light - they could be seated away from the windows, closeness - they could be seated away from others or spaced wider apart and noise - seated in a quieter areas.

6 more children from KS1 were now on the register and had received agency support.

A risk assessment had been completed for a child with EHCPs. A second child was starting school, so another assessment was required but both had similar needs and were nonverbal so Makaton was needed.

(b) School SENCO/Panels

Katrina would be involved for other schools on a panel and other schools would be involved for Hopton when providing suggestions for support.

74. SAFEGUARDING

The report was on Google Drive.

An online audit had been conducted and colour coded showing where action or planning was required.

75. COMMITTEE STRUCTURE

Changes to committees

(a) Proposed New Finance and Staffing Committee

To merge into a new Resources Committee.

Would look at Intent/Implication and Impact of any topics.

Use of budget, development of staff and premises and support and challenge leadership to be accountable for the outcomes.

(b) Proposed New Standards and Effectiveness Committee

Would review curriculum assessments and support and challenge leadership to be accountable for the outcomes.

Mr Bull offered to put this together if everyone was happy with the changes as there was a definite need to have more focus on the curriculum and this did not have a committee as such at the moment.

The committee meetings should be shorter and frequent, and this was the structure they would move towards.

RESOLVED: That the Governors unanimously agreed to the changes in structure.

(c) Suggestions for future meetings

Ms Grooby suggested inviting a teacher to talk about their subject area. Mrs Bates suggested talking about teaching the Scandinavian way.

Mr Dickens left the meeting at this point

76. GOVERNOR TRAINING AND GOVERNOR VISITS(a) Looked after Children

Mrs Render completed a report on this. Two children needed books and they were supplied to them at home.

(b) Equality

Ms Cliffe completed a report on this.

Mr Bull contacted GLAD team regarding a course being missed from the schedule that was now being run.

Karly George had now sent a checklist compiled in June that would be circulated.

(c) Numeracy

Mrs Grooby completed a report after speaking to Fiona who was very enthusiastic and very knowledgeable. She explained new process ideas and examples of things that James and Fiona were introducing and were sharing with staff.

(d) Mock SAT's

These were discussed as there needed to be a focus on working towards something. These should be tailored to the level children should be working at. This would be a discussion point.

It was confirmed that Ofsted would not formally be coming to school.

(e) Health and Safety

A full report would be provided and then an ongoing review of progress.

Ladder training

- To use a ladder training must be completed to ensure competence
- need to show competence and awareness
- demonstrate common sense
- watch a 15-minute video
- this would be emailed to teachers

77. CHAIR / HT MEETING

This was covered in the Head Teachers Report

Future Governor recruitment and progression planning was also discussed.

Ms Cliffe would be leaving at the end of the school year.

A poster on the school Facebook site had promoted interest in the role and 4 responses had been received.

Meetings would be held to explain the role and then applications could be made.

Reserves could be held as observers until a role becomes vacant if the applicants exceed the vacancies.

78. ANY OTHER BUSINESS

No other business

79. DATE OF NEXT MEETING

RESOLVED: That the next meetings of the Governing Body be held at 7.15 pm on:

Tuesday, 4 May 2021

Tuesday, 6 July 2021

80. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy made available at school in accordance with the freedom of information Act